

1. As a project manager working on a new project, you need to identify potential tasks for the team. For this project, there are many roles that require specific expertise and many distinct tasks. Additionally, some team members will have similar tasks. You'd like to have the team generate a full list of detailed tasks and get agreement on the tasks and owners. What interaction should you have?

1 / 1 point

- ☐ One-on-one conversations with team members
- ☒ Group brainstorm with the team
- ☐ Discussion with experts *not* on the team
- ☐ Leadership check-in with key stakeholders

☒ Correct  
With a group brainstorm, you can get the team to think through tasks together and establish a group consensus. You can also save time by talking with the team at once instead of having one-on-one conversations.

2. As a project manager working on a new project, you need to select a graphic designer on your team to work on a marketing campaign. You're unsure of each designer's background and skill set. Which type of interaction would be best to learn more about each teammate's background and identify potential tasks?

1 / 1 point

- ☐ Consultation with experts not on the team
- ☒ One-on-one conversations with team members
- ☐ Group brainstorm with the team
- ☐ Meeting with key stakeholders

☒ Correct  
You should have one-on-one conversations with the team members to learn their background and if they can help you better understand how to complete the task.

3. As a project manager working on a new project, you need to identify potential tasks for the team. For a deliverable, you need to create marketing materials, but your team's primary expertise is product development. Which type of interaction would be best to identify marketing-related tasks?

1 / 1 point

- ☐ Group brainstorm with the team
- ☒ Consultation with experts not on the team
- ☐ One-on-one conversations with team members
- ☐ Meeting with key stakeholders

☒ Correct  
You may need to consult with other people in your organization who are not on your team. They can provide valuable expertise and help fill in knowledge gaps.

4. As a project manager working on a new project, you need to identify potential tasks for the team. For this project, you plan to get input from the team's leadership about tasks. Which type of interaction would be best to identify tasks?

1 / 1 point

- ☒ Meeting with key stakeholders
- ☐ One-on-one conversations with team members
- ☐ Group brainstorm with the team
- ☐ Consult with experts not on the team

✓ Correct  
Stakeholders with high- or medium-level interest or influence in the project are most likely to provide the information you need.

5. As a project manager, you're going to meet with a stakeholder to discuss potential project tasks. What are two best practices to prepare for the meeting?

0.5 / 1 point

✓ Gather as much task information as possible before the meeting.

✓ Correct  
When meeting with a stakeholder, you should have as much information about the project as you can gather. This will help you ask informed questions about the project and its tasks.

✓ Wait to gather task information so you can be more open minded during the meeting.

✗ This should not be selected  
You should gather as much information as possible before the meeting to be well-informed during the conversation. You should also craft clear and well-defined questions that you need to ask the stakeholder.

✓ Outline clear questions that still need answers.

✓ Correct  
When meeting with a stakeholder, you should prepare clear and well-defined questions about the project and its tasks. You should also gather as much task information as possible before the meeting to help you craft meaningful questions.

✓ Schedule a pre-call before the official meeting.

✗ This should not be selected  
You should be efficient with stakeholders' time. They will likely be busy with other aspects of their jobs and may not have time for an additional exploratory call. A better approach is to prepare for the meeting by gathering task information and crafting clear and well-defined questions.